



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 232

OSC Ref. C. 5851²⁰

30th May, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill to the following **vacant** posts in the **National Library of Jamaica**:

1. **Audio-visual, Technical Co-ordinator (MCG/AVP 4) - User Services and Conservation** salary range \$4,594,306 - \$6,178,830 per annum.
2. **Records Manager (PIDG/RIM 5) (Contract) (1 year) - Human Resource Management and Administration**, salary range \$3,094,839 - \$4,162,214 per annum.
3. **Manager, JAMLIN Development (GMG/SEG 1) - Executive Office**, salary range \$3,094,839 - \$4,162,214 per annum.
4. **Payroll Officer (FMG/AT 2) - Corporate Services**, salary range \$1,550,136 - \$2,084,761 per annum.
5. **Senior Secretary (OPS/SS 3) - Technical Services and Network**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Audio-visual Technical Co-ordinator (MCG/AVP 4)

Job Purpose

Co-ordinates and supervises the technical services operations of the Audio-visual (AV) and Micrographics Branch.

Key Responsibilities

Technical:

- Supervises the AV operations by:
 - ✓ Ensuring that the transfer of AV materials to digital format is done to international standards
 - ✓ Providing guidance on the processing of AV materials;
 - ✓ Monitoring and performing quality control checks;
 - ✓ Determining the appropriate preservation and conservation methods to be applied to AV materials;
- Support the Head of Branch in supervising the AV operations by co-ordinating workflow processes and procedures;
- Conducting quality control checks with regards to:
 - ✓ Completed digitization
 - ✓ Microfilming operations
 - ✓ Conversion of format
 - ✓ Transference of content
 - ✓ Access to information
 - ✓ Conservation and preservation of AV materials
 - ✓ Technical Training of staff in AV Management
 - ✓ Maintenance of AV equipment
 - ✓ Sourcing/Procurement of equipment, software, and services
 - ✓ Maintenance of inventories of both collection and equipment;
- Maintains the branch's equipment by:
 - ✓ Researching and advising on the maintenance and replacement of equipment as well as specifications and types of materials and software to be ordered
 - ✓ Diagnosing and resolving issues relating to AV media systems
 - ✓ Documenting the repairs and maintenance of AV media systems;
- Co-ordinates the processing of AV queries by:
 - ✓ Consulting with clients to determine their needs
 - ✓ Maintaining contact with external stakeholders to satisfy information needs of clients

- ✓ Manages payment rate for research queries
- ✓ Manages Licensing Agreements for permission to use collection;
- Co-ordinates the installation of equipment (Public Address System, recording mechanisms, video recorders, etc.) used for events;
- Assists with the preparation of the Budget by providing information on the:
 - ✓ Capital cost of purchasing new equipment, software, supplies, and other tools
 - ✓ Cost of servicing equipment;
- Digitizes AV materials;
- Documents technical metadata for preservation and access to AV materials;
- Keeps abreast of standards, trends, and issues pertinent to role and function.

Administrative/Human Resource:

- Submit Progress Reports on work-related activities and other assigned projects;
- Monitors the Branch's Work Plan for supervisees;
- Consults with the Head of Branch in the identification of training opportunities for staff;
- Assists in the Appraisal of supervisees;
- Participates in the recruitment of staff;
- Participates in the orientation of staff;
- Conducts on-the-job training for supervisees;
- Represents the organization of meetings, seminars and conferences as directed.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Customer and Quality Focus
- Teamwork and Co-operation

Functional:

- Preservation and Conservation
- People Management
- Records Management
- Research and Information
- Digital Resources Technology
- Information Communication Technology
- Good planning and organizing skills
- Good leadership skills
- Knowledge of the techniques in audio-visual preservation and conservation

Minimum Required Qualification and Experience

- Bachelor's Degree in Software Engineering, or Computer Science or Media Technology or related discipline;
- Two (2) years related experience Audio and Sound engineering would be an asset
- Two (2) years supervisory experience;
- Working knowledge of best practices in digitization and experience using and supporting digital imaging and sound equipment, including digital cameras, mixers and converters.

Special Conditions Associated with the Job

- Exposure to vinegar-syndrome;
- Exposure to chemicals;
- Requires wearing protective gear when working with film;
- Required to lift and carry objects used in the performance of duties;
- Moderate physical effort is required involving bending and stretching;
- Operating within confined spaces;
- May be required to work outside of normal working hours at events to include Saturday and or Sunday as directed.

2. Records Manager (PIDG/RIM 5)

Job Purpose

The incumbent is responsible for developing, implementing, monitoring, and maintaining the Records and Information Management Programme throughout the NLJ in compliance with policy,

procedures and standards of the Jamaica Archives and Records Department (JARD). The Incumbent is required to manage the records throughout the Records Management Lifecycle within the required legal and regulatory framework.

Key Responsibilities

Professional/Technical:

- Manages the appraisal, retention, disposal, storage, maintenance and other aspects of the library's Records Management programme;
- Establishes and maintains a functional Records Management Business Classification Scheme;
- Maintains and supports the implementation of Retention Schedules to ensure the systematic review and disposition of records, including the transfer of records to the Jamaica Archives and Records Department;
- Carries out frequent reviews of existing Retention Schedules to ensure that they are compliant with relevant legislation, records management best practice and support the operational needs of the National Library of Jamaica;
- Organises the disposal of records in accordance with their Retention Schedule;
- Develops and implements the policy and procedural framework to guide staff in the management and use of records;
- Reviews and approves requests for records disposition; co-ordinates transmittal and disposition of Agency records according to GOJ guidelines;
- Directs and co-ordinates the transfer, storage, and disposal of inactive administrative records;
- Conducts surveys and reviews to ensure compliance with the Record Management procedures and standards;
- Provides advice/recommendations on the ongoing organization and storage of material to facilitate planning for future needs;
- Ensures compliance with Record Keeping requirements resulting from legislation, audit rules and other relevant regulations;
- Keeps current with emerging document management trends and current dominant technologies in Records Management;
- Develops and implements a structured Records Management Training and Development Programme;
- Reviews the organization of all incoming documents according to a functional classification scheme;
- Maintains security and confidentiality of records;
- Reviews and authorizes the transfer of files to a secondary storage facility;
- Co-ordinate with the IT Branch to procure/develop a user-friendly, computer-aided records management system to include file tracking and access control;
- Co-ordinate and lead the library's Records and Information Management (RIM) committee for the development and implementation of the GOJ RIM policy;
- Operates a centralised mail management service for the National Library of Jamaica by receiving all incoming correspondence by ensuring that all mails addressed to the Library are opened, recorded, stamped and routed to the appropriate officer/branch for action;
- Ensure that confidential mails are recorded and routed unopened;
- Dispatches for posting all outgoing mails;
- Manages and reconciles the Stamp Impress;
- Maintains Value Book for cheques received for the Library;
- Dispatches the Drivers and Attendants with outgoing mail for delivery.

Management/Administrative:

- Compiles an Access to Information Manual containing dissemination of functions, duties, services of the Library and procedures for obtaining documents in sufficient detail to facilitate requests for access to records/information;
- Maintains and oversees Attendance Records;
- Prepares Annual/Quarterly/Monthly/Periodic Reports;
- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Prepares performance and other reports as required;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares Workplans for direct reports;
- Contributes towards the development and delivery of a Records Management training and Awareness Programme;
- Ensures business continuity in the event of a disaster.

Human Resource:

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required Training and Development Programmes as necessary;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring, and training, providing assistance and support as needed;
- Participates in the recruitment of staff;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Department;
- Supervises all staff in the Registry;
- Participates in the orientation of new employees and Fieldwork Students as directed;
- Maintains harmonious relationships with colleagues;
- Implements Occupational Health and Safety Programme within the Registry.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interest and needs of customers in business process design;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies**Core:**

- Good oral and written communication skills
- Teamwork and co-operation
- Customer and Quality Focus

Technical:

- Records Management; Databases and Software
- Excellent knowledge of relevant legislation (ATI Act and Archives Act)
- Information Communication Technology
- Good planning and organizing skills
- Good leadership skills
- Sound knowledge of the GOJ Records and Information Management Policy, Procedures and Standards
- Sound knowledge of international information governance requirements
- Knowledge of access to information and data protection requirements
- Working knowledge of disaster mitigation, preparedness, and response
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Knowledge of office management and administrative procedures and practices
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Ability to work independently and make sound and reasoned decisions
- Advanced IT skills in relation to Word, Powerpoint, and Excel

Minimum Required Qualification and Experience

- Degree in Archives and Records Management; **or**
- Degree in Library and Information Studies with Certification in Records Management;
- Two (2) year related working experience.

Special Condition Associated with the Job

- Working environment involves possible exposure to dusty conditions;
- Will be required to do some amount of lifting, bending, stooping and walking in the performance of duties.

3. Manager, JAMLIN Development (GMG/SEG 1)

Job Purpose

Under the direction of the National Librarian, the Manager, JAMLIN Development will direct and coordinate specific aspects of Jamaica Libraries and Information Network (JAMLIN) to ensure that the Institutions are fully integrated into the Country's National Information Infrastructure.

Key Responsibilities

Professional/Technical:

- Develops policy documents for JAMLIN;
- Co-ordinates the development of a National Digital Preservation Policy;
- Develops Memoranda of Agreements for JAMLIN Members;
- Sources Integrated Library Management System to facilitate information sharing, access and delivery for JAMLIN;
- Develops governance framework for JAMLIN;
- Develops a Marketing and communication Plan for JAMLIN;
- Develops a Competency framework for staff in Government Libraries;
- Manages pro-actively relationships with internal and external stakeholder to optimize opportunities;
- Identifies gaps within JAMLIN and makes recommendation to the National Librarian;
- Prepares and submits reports and analysis on the performance outcomes (standards and targets) within JAMLIN;
- Co-ordinates the general administrative matters related to JAMLIN;
- Maintains the National Bibliographic Database and facilitates access;
- Maintains an up-to-date Directory of JAMLIN members;
- Updates the National Librarian on all JAMLIN matters;
- Represents the National Librarian on external relevant committees;
- Participates in team projects and other related duties assigned.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Excellent teamwork and co-operation
- Customer and Quality Focus

Technical:

- Policy Writing skills
- Knowledge of Digital Technologies
- Excellent planning and organizing skills
- Knowledge of Public Sector operations and management
- Sound knowledge of the operations of Government Libraries
- Sound knowledge of Government communication policies and protocols
- Knowledge of the principles and practices of Public Sector management
- Excellent analytical and critical thinking skills
- Excellent problem-solving and decision-making skills
- Good interpersonal and customer relations skills
- Good leadership skills
- Excellent Presentation Skills

Minimum Required Qualification and Experience

- Degree in Library and Information Studies;
- Training in Project Management;
- A minimum of six (6) years' experience in librarianship;
- Proficiency in Microsoft Office, digital technology and open-source software applications.

Special Condition Associated with the Job

- May be required to work outside of normal working hours;
- Required to travel to locations in the Jamaica Libraries & Information Network (JAMLIN).

4. Payroll Officer (FMG/AT 2)

Job Purpose

Under the direction of the Director Finance and Accounts the incumbent is responsible for the accurate and timely preparation of all salary related matters in accordance with established guidelines.

Key Responsibilities

- Effects all salary payments by:
 - Checking and addressing matters relating to payroll and liaises with HR for any necessary adjustments;
 - Inputting new employee data into the Payroll System;
 - Calculating and inputting allowances, increments, new appointments, and salary in lieu of Leave;
 - Prepares and prints Employee Pay Register and Advice;
 - Uploads employees salary to the Electronic Banking System;
- Facilitates pension payments by:
 - Calculating and effecting payments;
 - Preparing pension related documents;
 - Uploading pension to the electronic banking system;
- Prepares salary deduction vouchers and letters;
- Prepares payroll journals and reconciliations;
- Prepares Health Insurance Summaries;
- Prepares salary related statements, forms and letters;
- Prepares and submits statutory returns;
- Maintains an efficient filing system for all payroll related matters;
- Maintains Loans Registers;
- Prepares annual Wage Bill Report;
- Assists with the preparation of the Annual Budget;
- Assists with the preparation of responses to audit queries;
- Prepares Salary Estimates and Expenditure Reports;
- Prepares statutory declaration reports;
- Assists with preparation of schedules for financial statements;
- Submits reports;
- Performs other related duties as assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Teamwork and co-operation
- Customer and Quality Focus

Technical:

- Finance and Business Acumen
- Data Management
- Records Management
- Information Communication Technology

Knowledge skills:

- Knowledge of the Financial Administration and Audit (FAA) Act
- Knowledge of the Government of Jamaica's staff policies and practices
- Proficient in the use of relevant computer systems and applications

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level 2; **or**
- Certificate in Accounting from a recognized University e.g. U-Tech; **or**
- Associate of Science Degree in Accounting, MIND;
- Government Accounting Level 2, Modules 1-5, MIND;
- Two (2) years related work experience.

Special Condition Associated with the Job

- Required to work outside normal working hours to include Saturdays.

5. Senior Secretary (OPS/SS 3)

Job Purpose

The Senior Secretary provides administrative and secretarial support to ensure the smooth operation of the Technical Services and Network Division.

Key Responsibilities

Professional/Technical:

- Performs general administrative duties such as word processing, answering telephones, faxing and retrieving and sending electronic and/or printed correspondences;
- Provides support for the Technical Services and Network Division as directed;
- Provide support for the Collection Development Branch as required;
- Provides support for the following Committees (Jamaica Library and Information Management; Network (JAMLIN), Collection Development Advisory Committee, and Staff Meetings by:
 - Makes arrangements for venue/meeting room and refreshments, projector, etc.
 - Records and transcribing Minutes;
 - Drafts agenda and reports for meetings;
 - Prepares and compiling documents for review/circulation;
 - Ensures the circulation of Minutes prior to meetings;
- Provides administrative support to the Finance and Accounts Branch as directed;
- Develops and monitors Calendar and Diary for meetings, assignments and events;
- Organizes and maintains an effective Filing System that allows security and speedy retrieval of documents/information;
- Files correspondence and other materials and maintains a record of the movement of files;
- Assembles and disseminates information to internal and external personnel as directed;
- Research files and consults officers as directed to procure information needed for replies to correspondence and other requests;
- Monitors telephone calls, records message and contacts internal/external personnel to obtain or impart information within scope of authority;
- Schedules appointments, meetings and events;
- Maintains the Diary of appointments and timelines for the Director and or Manager as directed;
- Processes reports, letters and other documents for dispatch;
- Ensures that urgent matters are re-routed for immediate attention in the absence of Manager/Director;
- Makes photocopies and collates documents as required;
- Prepares and maintains adequate supply of official forms/documents in area of responsibility;
- Provides relief support for the Switchboard;
- Exhibits professionalism, tact, diplomacy and confidentiality to promote good working relationship among staff members;
- Keeps abreast of guidelines, policies, procedures, and legislation impacting deliverables in areas of responsibility;
- Prepares report as directed;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and Quality Focus
- Teamwork and co-operation

Technical:

- Administrative Management
- Data Management
- Records Management
- Information Communication Technology
- Good planning and organizing skills
- Knowledge of office protocol, practices and procedures

- Knowledge of the Organizational/Division/branch role and function
- Ability to use judgment and initiative
- Excellent time management skills
- Proficiency in Microsoft suite

Minimum Required Qualification and Experience

- Certified Professional Secretary (CPS/CAP) Designation with proficiency in word processing at a speed of 50-55 words per minute and English Language at CXC or equivalent level.

OR

- Four (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development; or any combination of related training and experience;
- Training in the use of the Microsoft suite.

Special Conditions Associated with the Job

- May be required to work outside of normal working hours from time to time to include weekends.

Applications accompanied by résumés should be submitted **no later than Monday, 12th June 2023 to:**

**Director, HRM and Administration
National Library of Jamaica
12 East Street
Kingston**

Email: nljhrm@nlj.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**